



Agenda

AIRPORT COMMITTEE

Monday, March 26, 2012

12:30 P.M.

**Director of Airports Office
550 Sally Ride Drive, Concord**

Supervisor Mary Nejedly Piepho, Chair

Supervisor Karen Mitchoff, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Review and Approve record of meeting for December 12, 2011 (Chair)
3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes)
4. Receive update from the Aviation Advisory Committee (Tom Weber, Aviation Advisory Committee Chair)
5. Airport Enterprise Fund 50% Budget for Fiscal Year 2011/2012
6. Buchanan Field Security Project Update
7. Airport Minimum Standards, Development, Facility Use and Lease Policies process overview
8. Frequency of Scheduled Airport Committee Meetings
9. Future Agenda Items

☺ *The Airport Committee will provide reasonable accommodations for persons with disabilities planning to attend Airport Committee meetings. Contact the staff person listed below at least 96 hours before the meeting.*

📁 *Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Airport Committee less than 96 hours prior to that meeting are available for public inspection at 550 Sally Ride Drive, Concord, during normal business hours.*

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Keith Freitas, Committee Staff

Phone (925) 646-5722, Fax (925) 646-5731

kfrei@airport.cccounty.us

Contra Costa County Board of Supervisors
Airport Committee
Monday, December 12, 2011, 11:30 a.m.
550 Sally Ride Drive
Director of Airports Office

Draft Minutes

The meeting was called to order at 11:30 a.m. by Supervisor Mitchoff.

Supervisor Karen Mitchoff, Chair was introduced. County Staff present: Cliff Glickman, District IV Chief of Staff; Keith Freitas, Airport; Beth Lee, Airport; and Natalie Olesen, Airport.

2. Approval of Minutes

October 27, 2011, minutes were approved.

3. Public Comment:

None

4. Report by Aviation Advisory Committee (AAC)

Tom Weber reported:

- The AAC Annual Report was submitted:
 1. Noise complaints for 2011 are down overall
 2. Items in which Airport staff is requesting stakeholder input or that may cause stakeholder concern will be placed on the AAC agenda for an extended period of time. Items which Airport staff is requesting stakeholder input include the Minimum Standards Draft; this item has already been on the last two agendas as well as the Buchanan Field Runway Overlay Project and Security Project.
 3. The AAC reviewed the Airport Fiscal Year First Quarter 2011/12 budget.
 4. An At-large position on the AAC is due to expire in March. The position was posted and one application was received from an individual who lives in East County. The AAC will make a recommendation to the Internal Operation Committee for this applicant to be appointed.

5. Airport Development

Beth Lee reported there were no major changes since the last Airport Committee Meeting.

- At Byron Airport:
 1. Byron Jet Center is under construction and the structure is going up.
- At Buchanan Field:
 1. Apex has filed for bankruptcy and the bankruptcy case is scheduled to go to court for status update in two weeks.

6. Airport Map Reflecting Areas of Airport in the Cities and Unincorporated Areas

Keith Freitas reported that the Airport Committee Members requested a map showing the Airport boundaries and how they relate to other jurisdictions.

Beth Lee reported that Airport area at the corner of Marsh Drive and Solano Way is currently of concern as the City of Concord is planning on changing the land use designation. Tom Weber reported the Airport Land Use Commission is being proactive with the proposed changes.

7. Review of Airport Enterprise Fund Final Fiscal Year (FY) 2011/12 First Quarter Budget

Keith Freitas reported that the AAC also reviewed the Airports' first quarter FY 2011/12 Budget at their last meeting. Airport staff continues to monitor revenues and expenses and they are currently on target.

8. Future Agenda Items

Supervisor Mitchoff reported that she would be speaking with Supervisor Piepho regarding the Airport Committee meeting schedule. The meetings may go to either every other month or quarterly. Next meeting will be held in February or March 2012.

Meeting was adjourned at 11:45 a.m.

Enterprise Fund General Ledger Detail
Fiscal Year 2011-12 (50% Point)

	2011-12 Budget	Actual To Date	YTD @ 50%
Enterprise Fund O & M Budget			
Buchanan O & M Revenues	\$3,281,538.00	\$1,903,150.89	58.00%
Byron O & M Revenues	\$410,072.00	\$228,896.64	55.82%
Total O & M Revenues Enterprise Fund	\$3,691,610.00	\$2,132,047.53	57.75%
Buchanan O & M Expenditures	\$2,749,768.00	\$1,150,196.23	41.83%
Buchanan Capital Expenses (Non AIP)	\$30,000.00	\$0.00	
Byron O & M Expenditures	\$863,650.00	\$454,950.87	52.68%
Byron Capital Expenses (Non AIP)	\$0.00	\$25,271.82	
Total O & M Expenditures Enterprise Fund	\$3,643,418.00	\$1,630,418.92	44.75%
Enterprise Fund O & M Revenues	\$3,691,610.00	\$2,132,047.53	57.75%
Enterprise Fund O & M Expenditures	\$3,643,418.00	\$1,630,418.92	44.75%
Reserve Fund	\$48,192.00	\$501,628.61	
	\$32,000.00	\$136,000.00	
Enterprise Fund CIP Budget			
Buchanan C.I.P. Revenues (FAA)	\$2,500,000.00	\$567,908.00	22.72%
Buchanan C.I.P. Revenues (State)	\$62,500.00	\$0.00	0.00%
Byron C.I.P. Revenues (FAA)	\$0.00	\$0.00	N/B
Byron C.I.P. Revenues (State)	\$0.00	\$0.00	N/B
Total Enterprise Fund CIP Revenues	\$2,562,500.00	\$567,908.00	
Buchanan C.I.P. Expenditures	\$2,631,579.00	\$86,722.31	3.30%
Byron C.I.P. Expenditures	\$0.00	\$0.00	N/B
Total Enterprise Fund CIP Expenditures	\$2,631,579.00	\$86,722.31	